



Optional Practical Training (OPT) STEM Extension Checklist

- Please see IEE website for OPT STEM Extension instructions on how to apply.
- Submit to IEE the OPT STEM Extension Checklist items # 4 – 10 and Optional Items (if required).
- After receiving the packet back, mail items #1-10 and optional items (if needed) to address below.

**Reminder: it takes up to two weeks to process the request & mail the OPT STEM Extension packet to the student.*

OPT STEM Extension Checklist	
<p>Do Not turn these items into IEE Office.</p>	<p>1. TWO U.S. Passport Style Photos: must be taken within last 30 days. Place photos in a <u>small envelope</u> with your name & SEVIS# on the envelope. Do NOT write on the photos.</p>
<p>Mail these documents with the OPT Packet AFTER OPT STEM Extension appointment.</p>	<p>2. \$380 Check payable to “Department of Homeland Security”. Write your SEVIS ID# and Date of Birth on the top of the check. Personal check or money order accepted.</p>
<p>Submit Items to IEE Office BEFORE OPT STEM Extension appointment.</p>	<p>3. Copy of Cal State Fullerton I-20 with the OPT Extension recommendation on page 3. <i>**Receive this at OPT STEM Extension appointment or by mail.</i></p>
<p><i>*If you do not live in Orange County or Los Angeles, please submit these documents by mail.</i></p>	<p>4. Completed Form I-765 (original) – Download application from the USCIS website: www.uscis.gov. Be sure the Revision Date on bottom right corner of form is printed. Please find the example in this packet.</p>
	<p>5. Copy of previously issued EAD for OPT (Employment Authorization Document).</p>
	<p>6. Copy of your Degree – submit one of the following: copy of diploma, official transcript, or unofficial transcript. *One-sided copies only.</p>
	<p>7. Copy of unexpired I-94 (front & back) Departure Record Card. *One-sided copies only.</p>
	<p>8. Copy of Passport page(s) showing your Name, Photograph, Date of Birth, Passport Expiration and/or Renewal. Must be valid 6 months in advance. *One-sided copies only.</p>
	<p>9. Copy of previously issued OPT I-20. *One-sided copies only.</p>
	<p>10. Contact Information –include the following on a separate sheet of paper: Your personal e-mail address, job title, supervisor's name, supervisor's contact information, Company Name, Employer's address (including street, city, state, zip code)</p>
<p>Optional Items (The following only applies to students who had CPT, OPT, or Economic Hardship):</p>	
<p>CPT: if you had CPT, include a copy of all previously issued I-20's with CPT authorization.</p>	
<p>Economic Hardship: include copies of previously issued I-20's & EAD's with Economic Hardship authorization.</p>	

After the OPT STEM Extension is Mailed:

After mailing the OPT STEM Extension application packet:	<p>1. I-797 Receipt Notice arrives 2 weeks later (estimate), confirming USCIS received the OPT STEM Extension application. *Please confirm your full name, address, and birthday are correct. For corrections, contact an IEE advisor.</p> <p>2. I-797 Approval Notice arrives up to 90 days after mailing the OPT STEM Extension application (estimate).</p> <p>3. Employment Authorization Document (EAD, or OPT card) arrives about 10 days after receiving the Approval Notice (estimate).</p>
Reminders:	<p>Estimated Times given –it takes up to 90 days to receive the OPT STEM Extension approval. If you have not received the approval after 90 days, please contact our office.</p> <p>OPT STEM Extension Pending – If your OPT STEM Extension application is has not been approved yet and your Post-Completion OPT expires, you can continue working up to 180 days after OPT expires.</p> <p>Delay of OPT STEM Extension Approval – Reasons for delay:</p> <ul style="list-style-type: none"> • If you move while OPT STEM Extension is pending. • If you change employers while OPT STEM Extension is pending. <p>Travel while OPT STEM Extension is pending – we do not recommend traveling while your OPT STEM Extension is pending AND your Post-Completion OPT has expired.</p>
After OPT STEM Extension is Approved:	<p>1. Submit copies of the I-797 Receipt Notice, I-797 Approval Notice, and EAD to the IEE office at CSUF. You can mail, fax, or email copies to ieoffice@fullerton.edu.</p> <p>2. If you change employers <i>after</i> OPT STEM Extension has been approved, complete the OPT Employer Information Form on the IEE website at: www.fullerton.edu/international. Click the Letters & Forms link. *For OPT STEM Extension, all employers have to be enrolled in the E-Verify Program.</p> <p>3. Update Address on Address Update Form on IEE website at www.fullerton.edu/international on the Letters & Forms page within 10 days of moving.</p>

Mail OPT STEM Extension Packet To:

If your I765 Address is in:	File your application at:	If your I765 Address is in:	File your application at:
Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, or Commonwealth of the Northern Mariana Islands	<p>USCIS Phoenix Lockbox For U.S. Postal Service (USPS): USCIS P.O. Box 21281 Phoenix, AZ 85036</p> <p>For express mail & courier service: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>	Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	<p>USCIS Dallas Lockbox: For U.S. Postal Service (USPS): USCIS P.O. Box 660867 Dallas, TX 75266</p> <p>For express mail & courier service: USCIS Attn: AOS 2501 S. State Hwy. 121, Business Suite 400 Lewisville, TX 75067</p>

COVER SHEET FOR OPT STEM EXTENSION APPLICATION PACKET

Send To: CSU Fullerton
International Education & Exchange
800 N State College Blvd. UH244
Fullerton, CA 92831
Attn: Advisors/OPT STEM

From: Name _____ **CWID** _____

US Street Address: _____

City _____ **State** _____ **Postal Code** _____

Email: _____ **@** _____ **Phone** _____

Attachments/Enclosures:

- Completed Form I-765
- Copy of previously issued EAD for OPT
- Copy of your Degree (copy of diploma, or transcript; one-sided copies only)
- Copy of front of I-94 Card
- Copy of back of I-94 Card
- Copy of unexpired Passport
- Copy of previously issued OPT I-20
- Contact Information (item 10 on checklist)

AFTER OPT STEM Extension Application has been processed, IEE International Student Advisor will return your Application Packet to you. You will be responsible for mailing your Complete OPT STEM Extension Application Packet to USCIS (see OPT STEM Extension Checklist).

Please indicate HOW you wish to have your OPT STEM Extension Packet returned to you (select only ONE option):

- USPS: IEE Office will mail your packet to you using regular U.S. mail, standard delivery at no additional cost to you.
- Express Mail Service: Using the instructions found on the IEE Website (<http://www.fullerton.edu/international/about/mail.aspx>), you can set up this service to have your packet sent back to you through FedEx or DHL, at your own expense.
- Authorizing Friend or Relative to pick up packet: Please send email to ieoffice@fullerton.edu with the name of the person you have authorized to pick up your packet. This person must be prepared to show photo identification at time of pick-up.
Name of Friend/Relative: _____



Sample I-765 for OPT STEM Extension

Download the I-765 Form at www.uscis.gov (print form entirely)

OMB No. 1615-0040

Department of Homeland Security U.S. Citizenship and Immigration Services

I-765, Application For Employment Authorization

Do not write in this block.

Remarks, Action Block, Fee Stamp, Application Approved/Extended, Application Denied, Failed to establish eligibility/economic necessity

I am applying for: Permission to accept employment, Replacement, Renewal of my permission to accept employment

1. Name, 2. Other Names Used, 3. Address in the United States, 4. Country of Citizenship/Nationality, 5. Place of Birth, 6. Date of Birth, 7. Gender, 8. Marital Status, 9. Social Security Number, 10. Alien Registration Number, 11. Have you ever before applied for employment authorization from USCIS?, 12. Date of Last Entry into the U.S., 13. Place of Last Entry into the U.S., 14. Manner of Last Entry, 15. Current Immigration Status, 16. Go to Part 2 of the Instructions, Eligibility Categories, 17. If you entered the Eligibility Category, (c)(3)(C), in item 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Instructions in Part 2 and have identified the appropriate eligibility category in Block 16.

Signature, Telephone Number, Date, Sign between these lines, Put Date just before mailing to USCIS

Signature of Person Preparing Form, If Other Than Above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name, Address, Signature, Date, Remarks, Initial Receipt, Resubmitted, Relocated, Completed, Rec'd, Sent, Approved, Denied, Returned



Form I-765 (Rev. 01/19/11)Y